

Mail To:
Department of Charitable Gaming
101 North 14th Street, 17th Floor
Richmond, VA 23219



FORM 101
ANNUAL FINANCIAL REPORT
FIVE PAGES

REPORT YEAR

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CHARITABLE GAMING
ANNUAL FINANCIAL REPORT FOR CALENDAR YEAR JANUARY 1st - DECEMBER 31st
DUE DATE: MARCH 15th

ORGANIZATION INFORMATION

If this organization is either a Volunteer Fire Department or Rescue Squad enter **X** in the adjacent box

Organization Name _____ DCG No. _____
Mailing Address _____
City _____ State _____ Zip _____
Business Phone _____ E-Mail _____
Contact Person _____ Daytime Phone _____

PART 1 - RECEIPTS

1.	Bingo Paper Sales Before Discounts	
2.	Electronic Bingo Device Sales Before Discounts	
3.	Bingo Session Instant Bingo, Seal Cards, Coin Board Sales	
4.	Bingo Session Treasure Chests and Raffle Sales	
5.	Bingo Session Miscellaneous Sales (<i>Daubers, Tape, etc.</i>)	
6.	GROSS RECEIPTS FOR BINGO SESSIONS (Line 1 thru Line 5)	\$ -
7.	Discounts Given	
8.	ADJUSTED RECEIPTS FOR BINGO SESSIONS (Line 6 minus Line 7)	\$ -
9.	Raffle and other Outside Gaming Sales	
10.	TOTAL RECEIPTS FOR YEAR (Line 8 plus Line 9)	\$ -

PART 2 - PRIZES

12.	a. Bingo Games		
	b. Bingo Session Instant Bingo, Seal Cards, Coin Boards		
	c. Bingo Session Treasure Chests and Raffles		
	d. Door Prizes		
	e. Raffles and other Outside Gaming		
	f. TOTAL PRIZES AWARDED (Line 12a thru 12e)	\$	-

PART 3 - EXPENSES		
13. Cash Payments from Funds at Bingo Sessions		
14. Cash Shortage or Overage (If this is overage, enter as a negative figure)		
15. Payments to Registered Suppliers (Paper, instants, seal cards, daubers,...)		
16. Rent Paid for Electronic Bingo Devices		
17. Raffle and other Outside Gaming Supplies		
18. Bingo Hall Lease Payments		
19. Payments to Department of Charitable Gaming		
20. All Other Gaming Expenses		
21. a. Use of Proceeds Facility Disbursements		
b. Use of Proceeds Charitable Donations		
c. Use of Proceeds Transfers to Restricted Account		
d. TOTAL USE OF PROCEEDS Line 21a thru 21c)		\$ -
22. Business Expenses		
23. TOTAL DISBURSEMENTS (Line 12f thru 22)		\$ -

PART 4 - CASH RECONCILIATION		
24. Beginning Reconciled Bank Balance (Ending balance from last year)		
25. Beginning Cash on Hand (Ending cash on hand from last year)		
26. Returned Checks Collected (Redeposit of bad checks)		
27. Earned Interest Income		
28. Deposits from Non-Gaming Sources		
29. Total Receipts for Year (Line 10 from part 1)		\$ -
30. TOTAL FUNDS AVAILABLE (Lines 24 thru 29)		\$ -
31. a. Bank Statement Balance -December 31st		
b. Deposits in Transit		
c. Outstanding Checks		
d. ENDING RECONCILED BANK BALANCE (Lines 31a+31b-31c)		\$ -
32. Ending Cash on Hand		
33. Returned Checks (bad checks from players)		
34. Total Disbursements for Year (Line 23 from part 3)		\$ -
35. TOTAL FUNDS ACCOUNTED FOR (Lines 31d thru 34)		\$ -

Line 30 must equal Line 35 for this report to be in balance

REPORT IS OUT OF BALANCE BY	\$ -
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REPORT YEAR _____

DCG# _____

ORG NAME _____

PART 5 - REQUESTED INFORMATION

For informational purposes only. If your organization conducts bingo sessions, please complete this section.

36.	Winner-Take-All Receipts	
37.	Bingo Attendance(Customer Count)	

PART 6 - AUDIT AND ADMINISTRATION FEE CALCULATION

38.	a. Audit & Administration Fee Due (Line 10 X 1.125%)	\$	-	
	b. Late Filing Fee (\$25 per day after due date)			
	c. Payments already made			
	d. Audit & Administration Fee Due with Report	Make check payable to: Treasurer of Virginia (Line38a+38b-38c)	\$	-

INCLUDE THE FOLLOWING ATTACHMENTS TO THE ANNUAL REPORT:**Use of Proceeds List**

List of individual checks that equal to the amounts listed on Lines 21a, 21b, and 21c. Include check date, check #, \$ amount, payee, & purpose.

Copy of ending bank statement

Copy of December 31st year end bank statements for all gaming accounts, including regular checking, savings, restricted, special funds.

ACKNOWLEDGEMENT

I, the undersigned, do hereby swear or affirm that the figures and statements on these pages and on the attachments are true, full,

Signature of President or Designee

Date:

Print Name:

Title:

REPORT YEAR _____

DCG# _____

ORG NAME _____

PART 7- SUPPLIES**LIST ALL SUPPLIERS PROVIDING GAMING SUPPLIES, EQUIPMENT, ELECTRONIC BINGO DEVICES**

Supplier Name: _____

Supplier Name: _____

Supplier Name: _____

INVENTORY OF SUPPLIES**INSTANT BINGO SUPPLIES - INSTANT BINGO/SEAL CARDS/COIN BOARDS**

DEALS	DEAL NAME (each type of deal should be listed)	Form Number	Number of Deals on Hand	Number of Tickets Per Deal	Price Per Ticket	Number of Free Tickets	Cash Payout Per Deal
1. Ending Inventory On Hand As Of December 31st							

BINGO PAPER - SINGLE SHEETS AND PACKS

PAPER	TYPE OF PAPER	Unit of Issue	Quantity on Hand
2. Ending Inventory On Hand As Of December 31st			

NOTE: ADDITIONAL PAGES MAY BE ADDED, IF NECESSARY.

